



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

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Lieutenant Governor

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Secretary

LAURIE BURT  
Commissioner

January 24, 2008

FACILITY MANAGER

<facility name>  
<mailing address>  
<mailing address 2>  
<town, state zip>

*This letter was mailed to all facilities required to file 2007 Source Registrations in 2008 known to MassDEP.*

Re: **2007 Source Registration – Notice of requirement to file for**  
<facility name> located at <street address> <street address2>  
<town, state zip>  
CLASS: <Class> LAST SUBMITTAL: <Last\_SR\_Submittal>  
AQ/SSEIS ID: <AQID> TIN: <TIN>

Dear FACILITY MANAGER:

Based on MassDEP's records and the requirements of 310 CMR 7.12, *Source Registration*, you are required to file a Source Registration for calendar year 2007 for this facility.

This report must be completed using calendar year 2007 information and returned to Mass DEP by <SR\_Due\_Date>. You should be aware that failure to comply with the reporting requirement or failure to submit accurate, complete or signed form(s) may result in Administrative Penalties up to \$1,000 per day.

The forms for Source Registration are available through eDEP, the on-line filing system for MassDEP. You can find a link to eDEP at the Source Registration web page listed below. Please note the following when completing your Source Registration:

- you must report on all emission units at the facility, *including those that are idle and*
- we strongly urge you to file *well before the deadline* to avoid delays.

**Should you have received this notice ?** If you believe your facility is not required to file a Source Registration, *do not ignore this notice!* If you believe this notice was sent based on incorrect information about your facility, please contact the Source Registration Help Desk immediately to resolve the question.

**New eDEP Users:** Be sure to read the enclosed fact sheets "Things you must know to file your Source Registration Online" and "How to Access the Forms: Brief Instructions for a Quick Start". New users will need to register on eDEP. Training is available – see the table below.

**Help with your forms:** Listed below are resources to help you complete your on-line Source Registration. *Please remember to download and install the latest version of Adobe Acrobat Reader for your operating system before you start work on your forms (ver. 7.07 or higher).*

MassDEP Source Registration Web Page

<http://www.mass.gov/dep/service/compliance/sr.htm>

*This is the primary source of information about Source Registration, including **instructions** – please bookmark this page.*



Source Registration e-Mail Update List	<i>Add your name to the list to receive important updates on Source Registration automatically via e-mail – go to the News and Updates link on the source Registration Web Page.</i>
Training	<ul style="list-style-type: none"> <li>• <b>Training is available on-line</b> – visit the Source Registration Web Page for the link.</li> <li>• Training seminars will be sponsored this spring by Associated Industries of Massachusetts and possibly other trade associations – visit the MassDEP Source Registration Web Page for details</li> </ul>
SR Help Desk – e-mail your questions to:	<a href="mailto:air.quality@state.ma.us">air.quality@state.ma.us</a>
SR Help Desk – phone:	Robert Boisselle: 617-292-5609 Gregory Warner: 617-348-4010 Edward Weatherhead: 617-654-6579

If you have any specific concerns about your filing, *or if you cannot file online*, please contact the Source Registration Help Desk.

Your submittal will provide MassDEP with valuable information on air emissions from individual facilities and across the state. The information is used for program planning by MassDEP, and EPA and to inform the public about air quality across Massachusetts.

We look forward to receiving your submittal.

Very truly yours,

Barbara A. Kwetz, Director  
Division of Planning and Evaluation  
Bureau of Waste Prevention